

Technical Editing and Writing Specialist: Technical Editing & Writing Specialist III

Responsible for the overall publications tasks and monitors publication tasks to ensure that manuals are prepared in accordance with contractual requirements. Responsible for collecting/compiling information to write material for technical manuals, test procedures, technical reports, and other technical data. May prepare estimates/proposals for various publication tasks. Maintains close working relationship with engineering, manufacturing and field service personnel to: obtain data, correct errors, and ensure that data generated by Engineering meets Logistics requirements. Prepares and/or assists in the preparation of validation plans that are to be used for validation/verification of technical manual data. Conducts and/or participates in technical manual in-Process Reviews (IPR's) or Pre-Publication Reviews (PPR's).

Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials.

Knowledge

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules, and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters, often requiring coordination between organizations.

Minimum Education and Experience

6+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel Skills.